ePLACE Permitting Portal Training Manual for MDAR

EEA ePLACE Portal

GCOM Software Inc.

The EEA ePLACE Portal Training Manual is presented by the Massachusetts Department of Agriculture Resources (MDAR). The goal of the training manual is to acquaint Public Users with the new ePLACE Portal application.

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DOCUMENT HISTORY

Version	Date	Name	Changes Made
Draft	04/28/2017	Varun	Create
Final V 1.0	07/11/2017	Varun	Updated with comments
Final V 1.1	07/20/2017	Sneha Kalagarla	Modified the existing and added new sections.

Unit	Description / Purpose
Chapter 1: Accessing ePLACE Portal	This Chapter will introduce the Public User to login procedures, account creation, passwords and account management.
Chapter 2: Account Management	This Chapter shows Public User functions: Manage your account by adding and removing accounts and reading announcements.
Chapter 3: Apply for and schedule an MDAR Pesticide EXAM	This Chapter walks the Public User through the MDAR Exam application process.
Chapter 4: Apply for the MDAR Pesticide License	This Chapter walks the Public User through the MDAR License application process.
Chapter 5: Checking the status of a record	The purpose of this Chapter is to show Public user – "How to check status of an application?"
Chapter 6: Amending and Renewing a Permit	This Chapter walks the Public User through the amend/renew process.

Program Goal

The ePLACE Portal Training Manual is presented by the Massachusetts Department of Agriculture Resources (MDAR). The program goal is to acquaint Public Users with the new ePLACE Portal application.

By completing this course, participants will be able to:

- ✓ Navigate the ePLACE Portal application
- ✓ Manage Account
- ✓ Apply for Exam, Permit/ License/ Authorization
- ✓ Make Online Payment
- ✓ Checking status of an Application
- ✓ Editing an Application
- ✓ Amend/ Renew a Permit/ License/ Authorizations

Contents

Accessing ePLACE Portal

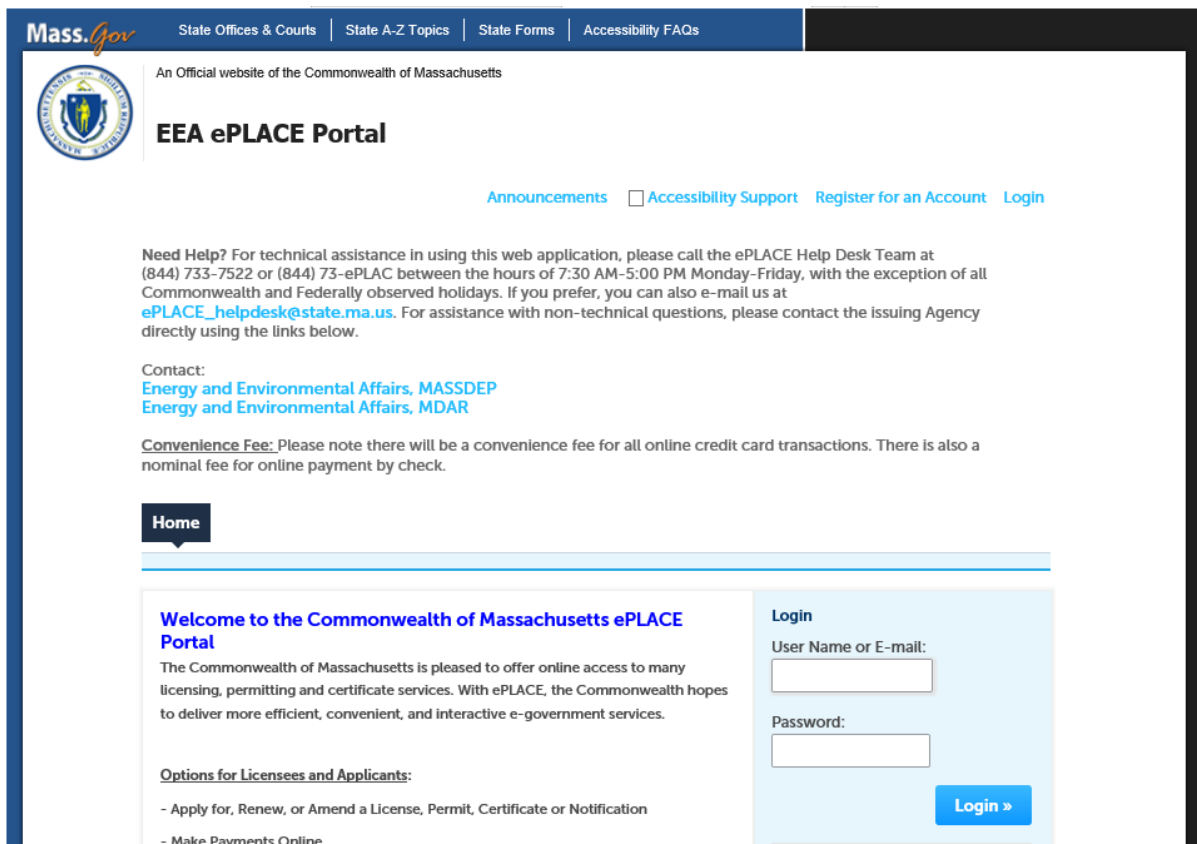| This exercise will demonstrate how the Public User will login to the ePLACE Portal.	
Application Screen	**Tasks**
Activity - Login to ePLACE Portal	1. **CLICK** Link to ePLACE Portal application 2. **ENTER** Public User login name provided 3. **ENTER** Password provided
Account Landing Page	Account Landing Page will open

Accessing ePLACE Portal

At the completion of this Chapter, the Public User will be able to:

- ➢ Access the ePLACE Portal System
- ➢ Create Account
- ➢ Login
- ➢ Retrieve Forgotten Password

Home Page

The ePLACE Portal Home Page:

Account Creation

1. First time users will click on any one of the four links provided on the Home Page to create the online account. Please see below -

2. After New User button is clicked, screen will refresh and will display the account registration page. User will accept "Terms to proceed" and will click "Continue Registration"

Account Registration

You must provide the following information to open an account:

    User Name and Password
    Contact Information
    E-mail

Please review and accept the terms below to proceed.

In order to perform licensing and permitting transactions online, you were required to register for the eLicensing and ePermitting Portal. All registered users of the eLicensing and ePermitting Portal are required to agree to the following:

1. Use of the Commonwealth of Massachusetts eLicensing and ePermitting Portal is subject to federal and state laws, which may be amended from time to time, including laws governing unauthorized access to computer systems. Online inquiries and transactions create electronic records that in some instances might be disclosed to

☐ I have read and accepted the above terms.

Continue Registration »

3. User will enter Login Information.

Login Information

E-mail addresses must be current in order to receive important legal and other notices relating to your use of this site. An e-mail will be sent to the e-mail address provided during the registration process.

* User Name: ⑦

* Registration E-mail Address:

* Password: ⑦

Password Strength
    Requirements
* Type Password Again:

* Create a Security Question: ⑦

* Answer: ⑦

    a. **User Name** – This can be anything of user's choice
    b. **Registration Email Address** – E- mail address must be current in order to receive important legal and other notices relating to your use of this site. An e-mail will be sent to the e-mail address provided during the registration process.
    c. **Password -** Your password must meet the following requirements:
        • Minimum of 8 character(s)
        • For a strong password must contain each of the following:
            o At least 1 upper-case letter(s) (A, B, C...)
            o At least 1 number(s) (1,2,3, ...)
            o At least 1 special character(s)
        • Must not be Your user ID
        • Must not be any of your previous 5 password(s)
    d. **Create a Security Question** – This question can be anything of user's choice.
    e. **Answer –** This is the answer for his/her Security question he creates at the time of registration.

4. User will click on "Add New' to add contact information.

Contact Information

Please select "Add New" to provide contact information. E-mail addresses must be current in order to receive important legal and other notices relating to your use of this Portal. An e-mail will be sent to the e-mail address provided during the registration process.

This contact information pertains to the account registration for this Portal. All other changes to contact information should be made through the application or amendment process with the applicable Agency.

You can associate "Individual" type of contact with your registration.

Individual - Individual is a person. If you are a Sole Proprietor add yourself as an "Individual" contact.

Add New

Continue Registration »

Adding a New Contact

5. System will open a pop up window (see below) – where we can enter the Contact Information.

Contact Information   ×

Salutation: *First Name: Middle Name: *Last Name: Suffix:
--Select▼

*P.O. Box / Address Line: ⑦

*Country:
United States   ▼

*City: *State: *Zip: ⑦
                  --Select--   ▼

*Primary Phone: ⑦   Primary Extension

Alternate Phone: Mobile Phone: Fax Number:

*Contact E-mail Address: ⑦

Continue   **Clear**   **Discard Changes**

Enter below required fields in the contact form
   a. **First Name, Last Name** – Enter correct information as this is used on your Authorization Licenses (or) Approval Letters (or) Permits when the agency issues the applicant/user.
   b. **P.O.Box / Address Line, City, State, Zip, Country** – Enter your current address where the agency can reach you in case of additional information.
   c. **Primary Phone** – Enter your current Phone Number.
   d. **Contact E-mail Address** – Enter your current E-mail address in order to receive important legal and other notices relating to your Exam/Pesticide License/Pesticide Renewal/Pesticide Amendment Applications.

User can enter other optional fields like Salutation, Suffix, Alternate/Mobile Phone, Fax Number – This will provide the MDAR agency additional information to contact the user.

After the user enter their contact information please click on Continue.

6. System will validate your contact in the ePLACE Portal database and will show a Pop Up – asking you to continue or cancel.

   Please click **Continue** – The system will add the contact.

7. Click on Continue Registration button.

Contact Information

Please select "Add New" to provide contact information. E-mail addresses must be current in order to receive important legal and other notices relating to your use of this Portal. An e-mail will be sent to the e-mail address provided during the registration process.

This contact information pertains to the account registration for this Portal. All other changes to contact information should be made through the application or amendment process with the applicable Agency.

You can associate "Individual" type of contact with your registration.

Individual - Individual is a person. If you are a Sole Proprietor add yourself as an "Individual" contact.

✔ **Contact updated successfully.**

Ms. Happy L
happy.l@gmail.com
Primary Phone: 123-123-1234
Mobile Phone: 111-111-1111
Alternate Phone: 999-999-9999
Fax Number: 555-555-5555
Edit Remove

Continue Registration »

8. ePLACE Portal system will complete the registration process – it will show you the account creation confirmation (see below).

Home

✔ Congratulations. You have successfully created an account with the Commonwealth of Massachusetts eLicensing and ePermitting Portal. You will receive a confirmation by e-mail.

Reminder: If you are a current license or permit holder, you must link this Portal account to your record before you can complete transactions such as a renewal or amendment.

Click on the "Home" tab to login and continue.

Your account has been successfully created.

Account Information

User Name:	GCOM
E-mail:	gcom@gcom.com
Password:	******
Security Question:	My Pet name

Contact Information

Ms. Happy L	Primary Phone: 123-123-1234
1000 Main St	Alternate Phone: 999-999-9999
happy.l@gmail.com	Mobile Phone: 111-111-1111
	Fax Number: 555-555-5555

9. The user will also receive a confirmation email from Commonwealth of Massachusetts – the email provides information related to ePLACE Portal site URL's for future reference.

Welcome to the Commonwealth of Massachusetts eLicensing and ePermitting Portal

From: Noreply_Elicensingepermitting (MASSIT) [mailto:noreply_elicensingepermitting@massmail.state.ma.us]
Sent: Monday, December 12, 2016 4:52 PM
To: Happy.l@gmail.com
Subject: Welcome to the Commonwealth of Massachusetts eLicensing and ePermitting Portal

Hello Happy L,

Welcome to the Commonwealth of Massachusetts eLicensing and ePermitting Portal.

Thank you for registering. Please remember to protect your password and refrain from revealing it to others!

Please click the following link to learn more information about the Commonwealth's eLicensing and ePermitting Portal, the forms, and the services provided. Access the Massachusetts eLicensing and ePermitting Portal.

Please click the following link to learn more about our Site Policies, including our Terms of Use and our Privacy Policy: Access the Massachusetts eLicensing and ePermitting Portal site policies.

Please note that by completing your Portal registration, you agreed to abide by all terms and conditions set forth in these Site Policies.

You can make changes to your profile by accessing the Massachusetts eLicensing and ePermitting Portal and using the Account Registration menu item.

This e-mail has been sent to the e-mail address supplied by you during the registration process. We will use this e-mail address to provide you with important legal notices and other notices relating to your use of this site. You must keep the e-mail address in your profile current through the Account Registration link.

Please do not reply directly to this e-mail. This e-mail was sent from a notification-only address that cannot accept incoming e-mail.

Need Help? Call the ePLACE Help Desk Team at (844) 733-7522 or (844) 73-ePLAC between the hours of 7:30 a.m. and 5:00 p.m. EST Monday-Friday, with the exception of all Commonwealth and Federal observed holidays. If you prefer, you can also e-mail us at ePLACE_helpdesk@state.ma.us. Our help desk staff will gladly assist you.

Thank you!

Account Management Activity

Account Management – Edit login/account information. Adding a contact	
Page Section	**Tasks**
Edit login/account information	• **CHANGE** login information (if necessary) • **CHANGE** account information answer (if necessary) • **CLICK** Save
Add New Contact/ Updating Existing Contact	• **Update** existing contact • **Add** new contact type.

Account Management

At the completion of this Chapter, the Public User will be able to:

- ➢ Update/edit Account Information
- ➢ Add a new contact
- ➢ Modify an existing contact
- ➢ Logout of Application

From Account Management page, Public User can:
- Update/edit Account Information
- Add a contact (All users are required to complete contact information)
- Verify Account Type, Login Information, Contact Information
- Add a contact
- Logout

After login, click on Account Management link on the top. Here you can click "Edit" to update login information, "Add New" to add a contact and "Action" to edit or remove contact information.

Announcements   Logged in as: kausar   Account Management   Logout

Need Help? For technical assistance in using this web application, please call the ePLACE Help Desk Team at (844) 733-7522 or (844) 73-ePLAC between the hours of 7:30 AM-5:00 PM Monday-Friday, with the exception of all Commonwealth and Federally observed holidays. If you prefer, you can also e-mail us at ePLACE_helpdesk@state.ma.us. For assistance with non-technical questions, please contact the issuing Agency directly using the links below.

Contact Energy and Environmental Affairs, MASSDEP

Convenience Fee: Please note there will be a convenience fee for all online credit card transactions. There is also a nominal fee for online payment by check.

Home

| Dashboard | My Records | My Account |

Manage Your Account
Your current account information is shown below. Click an Edit button to update information within a section.

Account Type

Citizen Account

Login Information   Edit

User Name:	kausar
E-mail:	kausar.akther@gcomsoft.com
Password:	******
Security Question:	what is your name?

Contact Information   Add New

Please select "Add New" to provide contact information. E-mail addresses must be current in order to receive important legal and other notices relating to your use of this Portal. An e-mail will be sent to the e-mail address provided during the registration process.

This contact information pertains to the account registration for this Portal. All other changes to contact information should be made through the application or amendment process with the applicable Agency.

You can associate "Individual" type of contact with your registration.

Individual – Individual is a person. If you are a Sole Proprietor add yourself as an "Individual" contact.

Showing 1-5 of 5 | Download results

First Name	Middle Name	Last Name	Business Name	Contact Type	Status	Action
Kausar		A.		Individual	Approved	Actions ▼

Editing Login Information

1. Go to "Account Management" -> Click on "Edit" in the Login Information Section.

2. The Public User can edit their
   - Registered email address
   - Change their Password
   - Security question and it's answer

Adding a new Contact from Account Management

Go to "Account Management" -> Click on "Add New" in the Contact Information Section.

1. Select a Contact type from the dropdown which need :
   ✓ Delegate
   ✓ Individual

   Note – Delegate Contact Type is not applicable for MDAR Public Users. So always select Individual Contact.

2. For adding new contacts please refer to Adding a New Contact in Account Creation Section.

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Updating an existing Contact from Account Management

To update an existing contact, click on Actions dropdown and select Edit in the Contact Information section in the Account Management.

"View Contact Detail" page will be opened and the user can update any contact information field and Click **SAVE.** This will update the contact information.

Note - This information will be used as Applicant Information for future when the applicant applies for any Exam Application/Pesticide License/Renewal/ Amendments.

Announcements

Communications sent from EEA will be found in the "Announcements" link on the Account Management screen. These announcements can indicate if the system is being brought down for maintenance, etc.

Need Help? For technical assistance in using this web application, please call the ePLACE Help Desk Team at (844) 733-7522 or (844) 73-ePLAC between the hours of 7:30 AM-5:00 PM Monday-Friday, with the exception of all Commonwealth and Federally observed holidays. If you prefer, you can also e-mail us at ePLACE_helpdesk@state.ma.us. For assistance with non-technical questions, please contact the issuing Agency directly using the links below.

Contact Energy and Environmental Affairs, MASSDEP

Convenience Fee: Please note there will be a convenience fee for all online credit card transactions. There is also a nominal fee for online payment by check.

Home

| Dashboard | My Records | My Account |

Manage Your Account
Your current account information is shown below. Click an Edit button to update information within a section.

Account Type

Citizen Account

Login Information   Edit

User Name:	kausar
E-mail:	kausar.akther@gcomsoft.com
Password:	*****
Security Question:	what is your name?

Contact Information   Add New

Please select "Add New" to provide contact information. E-mail addresses must be current in order to receive important legal and other notices relating to your use of this Portal. An e-mail will be sent to the e-mail address provided during the registration process.

This contact information pertains to the account registration for this Portal. All other changes to contact information should be made through the application or amendment process with the applicable Agency.

You can associate "Individual" type of contact with your registration.

Individual - Individual is a person. If you are a Sole Proprietor add yourself as an "Individual" contact.

Showing 1-5 of 5 | Download results

First Name	Middle Name	Last Name	Business Name	Contact Type	Status	Action
Kausar		A.		Individual	Approved	Actions ▾

Once the Announcement Link has been clicked announcements will be visible.

Link a Record to your ePLACE Portal Account – For Existing Licensee or Permitee

Users who have an existing Pesticide Licenses or Pesticide Permits - MDAR has prepopulated in the system with all active Authorizations/Permits and Exams with passing score (applied through paper to MDAR agency before the ePLACE Portal system).

So, the users need to link the existing license to this system using "ACCOUNT LINK INFORMATION" which will be sent by MDAR to each existing pesticipate licensee via mail (MDAR will use the address that is on file for their existing Authorizations/Permits).

Note - If you didn't receive this information please contact Agency.

If you are a new applicant, you will not receive an email with linking information as no information currently exists in the system. You can submit an Exam Application. Please refer Applying for an MDAR Pesticide Exam section for additional information.

Steps to Link an Authorization License/Permit or an Examination record to ePLACE account -

1. Login to the EEA ePlcae Portal.

2. After Logging in to the EEA ePLACE Portal on the home page, user will see a button on the bottom right side with "File an Online Application" on it as shown in the above figure. Click on this button to **File a new Application**.

3. User should accept the Terms and conditions in order continue to file the online APPLICATION. Please read all the Terms listed in the box. Use the scroll bar at the right end of the text area to scroll down. Click the check box below the box if you agree to all the terms and conditions and then click Continue.

Home

File an Online Application

Online Applications and Record Authorization Form

Welcome to the Commonwealth of Massachusetts eLicensing and ePermitting portal. In order to continue, you must review and accept the terms outlined as set forth below. Click the "Continue" button in order to proceed with the online submission process.

In order to perform licensing and permitting transactions online, you were required to register for the eLicensing and ePermitting Portal. All registered users of the eLicensing and ePermitting Portal are required to agree to the following:

1. Use of the Commonwealth of Massachusetts eLicensing and ePermitting Portal is subject to federal and state laws, which may be amended from time to time, including laws governing unauthorized access to computer systems. Online inquiries and transactions create electronic records that in some instances might

☐ I have read and accepted the above terms.

Continue »

4. System will then take you to the screen where you must select the EEA Agency or "Link your Account". Click on the ▶ button before "Link your Account" and select "Link your online account to an existing record" and then click on the "Continue" button.

Home

File an Online Application

eLicensing and ePermitting Online Services

New Applicants and Consumers:
The Commonwealth of Massachusetts eLicensing and ePermitting portal provides the ability to file applications for licensure & permits. From the listing below, please select the service you would like to use and click the continue button.

Existing Licensees or Permit Holders:
Click Home and use the "My Records" tab to renew or amend a license or permit. If your license or permit is not listed under the "My Records" tab, please select the "Link your account" option found in section below. You will be prompted for a "record identification code" and "authorization code." from the Account Link notification you received. If you have not received a notification letter, please contact the ePLACE Help Desk Team at (844) 733-7522 or (844) 73-ePLACE between the hours of 7:30 AM - 5:00 PM Monday-Friday.

[ ] Search

▶ Energy and Environmental Affairs (DEP, MDAR, DCR)
▼ Link Your Account
  ◉ Link your online account to an existing record

Continue »

5. System shows the Record linking form where you need to enter Record Identification Code and the Authorization Code associated with the Record.

Home

Dashboard   My Records   My Account

Record Link

1 Link your existing record	2 Review	3 Record Issuance

Step 1 : Link your existing record > Record Linking Form

To associate any existing licenses, permits, or certifications to your online permitting account, enter a "Record Identification Code" and an "Authorization Code" from the Account Link notification you received. If you have not received a notification letter, please contact the ePLACE Help Desk Team at (844) 733-7522 or (844) 73-ePLAC between the hours of 7:30 AM - 5:00 PM Monday-Friday.

* indicates a required field.

Record Linking Form

RECORD LINK

* Agency: EEA ▼

* Record Identification Code: [   ]

* Authorization Code: [   ]

Continue »   Save and resume later

6. This information is sent to you by the MDAR Agency. See below
    Note - If you didn't receive this information please contact Agency.

7. Enter these details and click on the Continue button.

8. The next step is the Review Page – Please validate the information you entered. If you need to edit the information
   a. Click on **Link your existing record** on the bread crumb (OR)
   b. Click **Edit Button** next to the Record Authorization Form section.

9. System will link this record to your account and will show you a confirmation. You can see this record in your "My Records" tab.

10. When we go to My Records tab – the Records we linked will appear.

▾ **MDAR**

Showing 1-9 of 9 | Download results | Add to collection

	Date	Identifying Number	Record Type	Project Name	Expiration Date	Status	Action
☐	07/19/2017	17-EXAM-000017	MDAR - Massachusetts Pesticide Exam Application	Applicator (Core) License		License Application Submitted	
☐	07/19/2017	17-EXAM-000018	MDAR - Massachusetts Pesticide Exam Application	Applicator (Core) License		Passed	
			MDAR -				

Applying for an MDAR Pesticide EXAM

Public user will apply and schedule for a MDAR Exam Application	
Application Screen	**Tasks**
File an Online Application	• Accept Terms & Conditions • Select Agency • Select Record type • Fill Application Specific Information • Upload Documents • Submit Exam • Searching for the record • Scheduling the Exam • Make Payment of the Exam Fee

The state pesticide law requires that all persons who apply pesticides in public and private places used for human occupation and habitation with the exception of residential properties with three or less dwelling units must be in possession of a valid license or certification issued by the Massachusetts Department of Agricultural Resources.

To receive the license to apply pesticides, you must take the exam offered by MDAR. In the ePLACE Portal, you can submit your exam application, schedule your exam, and pay for the exam online. You will receive an email notification with reference numbers to check the upcoming exam roster. If you choose to pay by mail, you will not be added to the exam roster until payment for the exam has been received. For more information or for any questions, please see MDAR's website at: www.mass.gov/eea/agencies/agr/pesticides/

Applying for MDAR Pesticide EXAM

1. Login to the EEA ePLACE Portal.

2. After Logging in to the EEA ePLACE Portal on the home page, user will see a button on the bottom right side with "File an Online Application" on it as shown in the above figure. Click on this button to File a new Application.

3. User should accept the Terms and conditions in order continue to file the online APPLICATION. Please read all the Terms listed in the box. Use the scroll bar at the right end of the text area to scroll down. Click the check box below the box if you agree to all the terms and conditions and then click Continue.

Home

> **File an Online Application**

Online Applications and Record Authorization Form

Welcome to the Commonwealth of Massachusetts eLicensing and ePermitting portal. In order to continue, you must review and accept the terms outlined as set forth below. Click the "Continue" button in order to proceed with the online submission process.

> In order to perform licensing and permitting transactions online, you were required to register for the eLicensing and ePermitting Portal. All registered users of the eLicensing and ePermitting Portal are required to agree to the following:
>
> 1. Use of the Commonwealth of Massachusetts eLicensing and ePermitting Portal is subject to federal and state laws, which may be amended from time to time, including laws governing unauthorized access to computer systems. Online inquiries and transactions create electronic records that in some instances might

☐ I have read and accepted the above terms.

> **Continue »**

4. The system will then take you to a screen where you must select the Agency. Select "Apply for MDAR Authorization" and click on the "Continue" button.

eLicensing and ePermitting Online Services

New Applicants and Consumers:
The Commonwealth of Massachusetts eLicensing and ePermitting portal provides the ability to file applications for licensure & permits. From the listing below, please select the service you would like to use and click the continue button.

Existing Licensees or Permit Holders:
Click Home and use the "My Records" tab to renew or amend a license or permit. If your license or permit is not listed under the "My Records" tab, please select the "Link your account" option found in section below. You will be prompted for a "record identification code" and "authorization code." from the Account Link notification you received. If you have not received a notification letter, please contact the ePLACE Help Desk Team at (844) 733-7522 or (844) 73-ePLACE between the hours of 7:30 AM – 5:00 PM Monday-Friday.

[_____] ▽ **Search**

▼ **Energy and Environmental Affairs (DEP)**
  ○ Apply for a DEP Authorization
  ⦿ Apply for a MDAR Authorization
  ○ Apply for a DCR Authorization
▶ **Link Your Account**

> **Continue »**

5. Select the MDAR – Massachusetts Pesticide Exam Application and click on the "Continue Application" button

Home

MDAR Applications

Select a Record Type

Choose one of the following available record types. For assistance or to apply for a record type not listed below please contact us.

Search

▼ Pesticide Program Options
  ◉ MDAR - Massachusetts Pesticide Exam Application
  ○ MDAR - Massachusetts Pesticide License Application

Continue Application »

6. The next screen will be the first page of Application information. You need to provide a Social Security Number and Date of Birth.
7. Read the attestation regarding the Personal information you provided in the above section and select the checkbox.

Home

MDAR Applications

MDAR - Massachusetts Pesticide Exam Application

1 Application Information	2 Documents	3 Applicant and Contributors	4 Review	5 Record Submitted

Step 1: Application Information > Page 1 of 1

*indicates a required field.

Personal Information

Pursuant to the requirements set forth in M.G.L. c. 132B and the regulations promulgated thereunder at 333 CMR 2.00 through 14.00 et seq., you are required to provide the Department with all requested information. This includes the entry of your social security number and date of birth, which information cannot be modified after you submit the application through the EIPAS System. Failure to provide this information or to falsify this information will result in the denial of the requested license, permit, and/or certificate and may result in further legal action.

* Social Security Number: ⑦

* Date of Birth:

* Attestation:

I hereby acknowledge that the information provided includes personal information, including but not limited to, my social security number and date of birth, and that sharing of any account login information may result in another individual having access to such information. I hereby release and indemnify the Massachusetts Department of Agricultural Resources and the Commonwealth of Massachusetts from any legal responsibility, liability, cause of action, claims, or damages caused by any individual as a result of my sharing or giving access, whether knowingly or due to negligence, to this account login information with any other individual or entity.

*I have read and agree with the above attestation:

* Date:

8. If the user selects the Exam type as **Applicator (Core) License or Dealer License or Catch Basin Permit** then mention Yes/No for History information and then click "Continue Application".

Select Exam Type:

* Government Employee?:

Yes

* Exam Type:

Applicator (Core) License

History Information

* Have you been found in violation of any statute or regulation pertaining to the use, distribution, or application of pesticides in Massachusetts or any other state in the past(5) years?:

◯ Yes ◯ No

Continue Application »   **Save and resume later**

   Note: By *using the "Save and Resume Later" button, the applicant can save the application to be completed later.*

9. If user selects the **Exam type as Commercial**, then he/she had an existing Massachusetts Pesticide License Number and is supposed to upload their resume on the next page.
   a. If the user applies for the Commercial Exam for the first time then please enter Applicator Core License Number which starts with AL-XXXXXX
   b. If the user already own a Commercial License with a category (number starting with CC-XXXXXX) and intends to apply for a Commercial Exam for different category then please enter Commercial License Number which starts with CC-XXXXXX

   Note – If the Massachusetts Pesticide License Number is not linked to your ePLACE Portal then you cannot submit a Commercial Exam Application online Please see Link a Record to your ePLACE Portal Account section how to link your License Authorization Record.
   *If you never received your License Authorization Record Linking Information please contact agency.

Select Exam Type:

*Government Employee?:
Yes

*Exam Type:
Commercial Certification

Category: *
--Select--

Massachusetts Pesticide License Number: *

10. If user selects the **Exam type as Private Certification** -
    a. If he/she applies for the Private Certification Exam for the first time then please mention "NO" to the question "Do you have a current Private Certification Credential?"

Select Exam Type:

*Government Employee?:
Yes

*Exam Type:
Private Certification

Category: *
Cranberries (30)

Do you have a current Private Certification Credential?: *
○ Yes ◉ No

    b. If the user already own a Private Certification License with any category (number starting with PC-XXXXXX) and intends to apply for a Private Certification Exam for different category then
    (i) Please mention "YES" to the question "Do you have a current Private Certification Credential?"
    (ii) Enter existing Private Certification License Number which starts with PC-XXXXXX in the field "Massachusetts Pesticide License Number"

Select Exam Type:

*Government Employee?:
Yes

*Exam Type:
Private Certification

Category: *
Cranberries (30)

Do you have a current Private Certification Credential?: *
◉ Yes ○ No

Massachusetts Pesticide License Number: *
PC-0000047

Note – If the user has an existing Private Certification License (i.e Massachusetts Pesticide License Number) is not linked to your ePLACE Portal; Please see Link a Record to your ePLACE Portal Account section how to link your License Authorization Record.

*If you never received your License Authorization Record Linking Information please contact agency.

11. After completing the above page, the system will then take you to the next section where you need to upload any/all the required documents. You will see a list of documents that are required. If they are no required documents then this page will be skipped.

12. To upload the documents, click on the Add button. This opens a pop up window as shown below.

13. Click on the Add button select the files which you would like to upload, then click Open. Note, each file should be 50mb or less.

14. System will show the documents that are selected in the previous pop up window. Verify the files you uploaded and click Continue.

15. The documents will then be uploaded to the system. You will need to select the Document Type from the drop-down menu and provide a short description (less than 50 characters) for each document that is uploaded and then click on the SAVE button.

16. All the documents will be saved and a confirmation message will be shown. Please note that it may take a few minutes for documents to upload.   Please do not proceed until you see you "The attachment(s) has/have been successfully uploaded" message on the screen.   Once that message is shown, please click on the "Continue Application" button.

17. The next page gives you an option to add Employer/Supervisor info. You will also have the chance to view the applicant information and make any necessary changes.

18. Click on Add New button to add the Employer/Supervisor Info. Select the contact type from the pop window as shown below and click continue.

Select Contact Type

* Type:
--Select--
Employer Information
Supervisor Information

Continue   **Discard Changes**

19. We have selected the contact type as Employer information. Another window will pop up and allow you to enter the Employer Information. Once you enter all the information, click "Continue".

Contact Information

* Company Name or Employer Name:

* Telephone Number: E-mail: Fax:

* Address / P.O. Box

* City/Town: * State: * Zip Code:
                          --Select--

Continue   **Clear**   **Discard Changes**

20. You can add Supervisor Information in the similar way. Just select the contact type as "Supervisor information" and provide the supervisor details on the next page and click continue.
Note – If you apply for a **Catch Basin Permit** – then you have to add Supervisor Information Contact type.

21. Once you add the Employer/Supervisor Information – to verify or to Edit the contact click on the Edit button.

Employer / Supervisor Info

Please enter your employer information by clicking the "Add New" button below. If you own/operate your own business, please enter your business contact information.

Add New

✔ **Contact added successfully.**

Showing 1-1 of 1

Contact Type	Full Name	Company/Employer Name	Phone	E-mail	Action
Employer Information		GCOMSOFT	123-123-1233	gcom@gcomsoft.com	Edit Delete

22. You can verify the Applicant information. This information is automatically downloaded from the contact information you provided when you registered on the ePLACE Portal. Click **View** to verify the information shown. If you want to change it select "Save and resume later" button and go to Account Management to modify your information.

Applicant Information

To View your contact, click the View link.

Applicant Information:

Lathika K

1000 Washington St
Boston, MA, 02118

Telephone #: 123-123-1234 Email: lathika@gmail.com

View

Continue Application »   **Save and resume later**

23. You are almost done with the exam application. The system will now show you a summary of all the information entered on the application. Verify all the information you entered. If you need to change any information, click on the edit button at the top of the page.

MDAR – Massachusetts Pesticide Exam Application

1 Application Information	2 Documents	3 Applicant and Contributors	4 Review	5 Record Submitted

Step 4 : Review

Continue Application »　　　　　　　　　　　　　**Save and resume later**

Please review all information below. Click the "Edit Application" button to make changes, if needed.

Review and Certification

Edit Application

Personal Information

Social Security Number:	123456789
Date of Birth:	01/01/1975
Attestation:	Yes
Date:	07/19/2017

Select Exam Type:

Government Employee?:	Yes
Exam Type:	Commercial Certification
Category:	Mosquito and Biting Fly Control (47)

Massachusetts Pesticide License Number:	AL-0000039

History Information

Have you been found in violation of any statute or regulation pertaining to the use, distribution, or application of pesticides in Massachusetts or any other state in the past(5) years?:	No

List Of Documents

Documents:	Please upload 1 Required Document(s) which are mandatory to submit this Application:1. Resume Form

Attach Documents

When uploading file document(s) the maximum file size allowed is 50 MB.
The 'File Name' (including file extension) MUST NOT exceed 75 characters in length.
The document 'Description' MUST NOT exceed 50 characters in length.
Documents that exceed any of these limits will be removed by the system, and cannot be retrieved, which may delay the review process.

Name	Type	Size	Latest Update	Action
MDAR-ExamAdHoc.rpt	Resume Form	87.50 KB	07/19/2017	Actions ▼

Employer / Supervisor Info

Showing 1-1 of 1

Contact Type	Full Name	Company/Employer Name	Phone	E-mail	Action
Supervisor Information	11	1	111-111-1111		Edit

Applicant Information

Individual
Varun Kumar Gudipudi Gudipudi
49 Burbank Street
Boston, MA, 02115

Telephone Number:111-111-1111
E-mail:varun@gcomsoft.com

I hereby certify under the penalties of perjury that I have personally examined the information provided and that it is true, accurate, and complete. I further acknowledge that the submission of any false information may result in the denial, suspension, and/or revocation of any license, certification, and/or permit issued by the Massachusetts Department of Agricultural Resources and may also result in legal action in accordance with M.G.L. c. 132B and the laws of the Commonwealth of Massachusetts.

By checking the box below, I understand and agree that I am electronically signing and filing this application.

☐ I have read and agree with the above attestation.

Date:

Continue Application »   **Save and resume later**

24. Check the "I Agree I am the applicant" check box and click on Continue application to continue the application. System will submit the application and provide a record number.

MDAR Applications

MDAR - Massachusetts Pesticide Exam Application

✓ Successfully Completed.

Thank you for using our online services.
Your Record Number is 17-EXAM-000667.

Conditions

Showing 1-2 of 2

Schedule An Exam - 1 Examination Not Scheduled

Click HERE to schedule your Exam

Under the Education Menu select Examination and then select Schedule from the Actions Menu.
Severity: *Notice*
Examination Not Scheduled | 07/19/2017

Documents - 1 Uploaded
Required Documents
Resume Form
Severity: *Required Documents*
Uploaded | 07/19/2017

25. Once the exam application is submitted, you can schedule an exam online. This is shown in the next chapter.

Scheduling an Examination

There are two ways to schedule an Exam. One way is after the submission of the Exam application system will show a condition with a link to schedule exam on the confirmation page itself.

❖ **Scheduling an Exam from submission page**

MDAR - Massachusetts Pesticide Exam Application

1 Application Information	2 Documents	3 Applicant and Contributors	4 Review	5 Record Issuance

Step 5 : Record Issuance

✓ Successfully Completed.

Thank you for using our online services.
Your Record Number is 17-EXAM-000386.

Conditions

Showing 1-1 of 1

Schedule An Exam - 1 Examination Not Scheduled

Click HERE to schedule your Exam

Under the Education Menu select Examination and then select Schedule from the Actions Menu.
Severity: *Notice*
Examination Not Scheduled | 05/26/2017

You will need this number to check the status of your application.

1. Click on the schedule Exam link. System will directly take you to the application details page. Follow the step 6 of the next section to continue scheduling the exam.

❖ **Scheduling an Exam from My Records**

1. On the Home page click on the My Records button. System will take you to the My Records page shown below.

2. Go to MDAR - the list of records submitted for MDAR. Click on the Record ID of the Exam Application that you have submitted to schedule for the exam.

3. Click on the Application number that has just been submitted. The system will show details of the application after clicking the link

4. Click on "More Details" to view the details of the application submitted.
5. To schedule an Exam, click on the "Education" link on the top. Once the link is clicked, the system will show an additional link called "Examination"; click on it to show the screen below:

6. Click on the "Actions" link, for the system to show the option of Scheduling as shown below. Then click on the "Schedule" link. System will show a pop up window displaying all available schedules.
7. Select the appropriate schedule and click on the "Continue" button. The "Continue" button will be greyed out until a selection is made.

8. Click Continue application to continue the payment page. This page shows the Permit application fee and the payment options. You can either pay online or you can pay by mail.

9. Select the appropriate option. If you select pay by mail, your application will be submitted and you will be shown the confirmation as shown below. Note that if you select Pay by Mail, your application processing will not be started until the Payment received.

10. If you select Pay Online, you will be redirected to the Commonwealth's online Payment Page as shown below.

Massachusetts Department of Agricultural Resources

Phone 617-626-1720 | Fax 617-626-1850
Hours: M-F 8:45am-5pm

251 Causeway Street, Suite 500, Boston, Massachusetts 02114
MDAR Website

Payment

You have elected to pay for the following item(s).		
Description	Reference ID	Amount
MDAR/Pesticide/Pesticide Credential/Renewal	17TMP-005829	$300.00
		$300.00

Total Convenience Fee Due: $7.05
Total Amount Due: $307.05

Billing Information

Enter Company AND/OR First and Last Name below.

Company Name
Enter Company Name

First Name
Enter First Name

Last Name
Enter Last Name

Street
Enter Street

City
Enter City

State/Territory
Select State

Zip
Enter Zip

Phone Number
(___) ___-____

Email
Enter Email Address

Confirm Email
Enter Email Address

Payment Information
To pay by electronic check, click the ACH tab.

Credit/Debit Card   ACH

Card Type
Select Card Type

Card Number
Enter Card Number

CVV Code
Enter CVV Code

Expiration
01   2017

Check to accept both the Commonwealth of Massachusetts and nCourt Terms Agreements.
☐ I Accept

Commonwealth of Massachusetts Terms Agreement

I authorize the charge to my credit card for the amount shown above. I agree to pay the total amount above according to the card issuer agreement. By checking the box below, I certify that I am an authorized user for the above referenced credit card account.

nCourt Terms Agreement

Please click the back button to return to your application
Back

Submit Payment

PAYING ONLINE

11. You can either pay by Credit/Debit Card or ACH (online check). The default option is Credit/Debit Card. You can change it to ACH by clicking on the ACH tab under payment

information as shown in below figure. There will be a service charge of 2.35% when you pay online by Credit/Debit card or a 0.35¢ charge if you pay by ACH.

12. Once you enter all the details, you need to read all the Commonwealth of Massachusetts and NCourt (the online payment provider) Terms and conditions and click on the "I Agree" check box and then click on the submit Payment.

13. You will receive a payment receipt from NCourt to the email address provided while making the payment.

14. You will also receive an application submission confirmation email from the Commonwealth of Massachusetts with a copy of your application submittal. This email will be sent to the email address provided in the applicant information of the application.

15. Below is the Online Payment page when you click on the ACH tab. The service fee will be 0.35¢.

Massachusetts Department of Agricultural Resources

Phone 617-626-1720 | Fax 617-626-1850
Hours: M-F 8:45am-5pm

251 Causeway Street, Suite 500, Boston, Massachusetts 02114
MDAR Website

Payment

You have elected to pay for the following item(s).		
Description	Reference ID	Amount
MDAR/Pesticide/Pesticide Credential/Renewal	17TMP-005829	$300.00
		$300.00

Total Convenience Fee Due: $0.35
Total Amount Due: $300.35

Billing Information

Enter Company AND/OR First and Last Name below.
Company Name
Enter Company Name

First Name
Enter First Name

Last Name
Enter Last Name

Street
Enter Street

City
Enter City

State/Territory
Select State

Zip
Enter Zip

Phone Number
(___) ___-____

Email
Enter Email Address

Confirm Email
Enter Email Address

Payment Information
To pay by credit or debit, click the Credit/Debit tab.

Credit/Debit Card   ACH

To pay with electronic check, provide information below:
Account Type
Select One...

Routing Number
Enter Routing Number

Verify Routing Number
Verify Routing Number

Account Number
Enter Account Number

Verify Account Number
Verify Account Number

Check to accept both the Commonwealth of Massachusetts and nCourt Terms Agreements.
☐ I Accept

Commonwealth of Massachusetts Terms Agreement

1. Personal Account Language
I hereby authorize NCOURT*Commonwealth of Massachusetts License to electronically deduct from my bank account this one-time payment as indicated above. I further authorize my bank or financial institution to deduct this one-time payment from my bank account. NCOURT*Commonwealth of Massachusetts License will acknowledge this transaction as pending until funds are secured from this bank account. In the case of insufficient funds in your account, or insufficient or inaccurate information provided by you when you authorize your electronic payment, further collection action may be undertaken by NCOURT*Commonwealth of Massachusetts License, including application of returned check fees to the extent permitted by law.
2. Business Account Language
I hereby authorize NCOURT*Commonwealth of Massachusetts License to initiate a one-time debit entry to this account. I have signature

16. Once you make the payment you will be redirected back to the ePLACE portal with confirmation that your application was successfully submitted. The system will show you the confirmation below.

Home

MDAR Applications

Receipt

✓ Application Successfully Submitted.

ⓘ **Notice:**
Your examination scheduling results are as follows:
17-EXAM-000667: Commercial Certification Exam successfully scheduled.

EEA

17-EXAM-000667   MDAR – Massachusetts Pesticide
Exam Application

You have now successfully submitted all the information needed for the exam part of the licensing application.

Applying for the MDAR Pesticide License

Public user will apply and schedule for a MDAR Exam Application	
Application Screen	**Tasks**
File an Online Application	• Accept Terms & Conditions • Select Agency • Select Record type • Fill Application Specific Information • Upload Documents • Make Payment • Submit the Application

Submitting a License Application

After scheduling and paying for the exam in full, the user must attend the exam and obtain a passing score. Once the scores are updated in the ePLACE Portal the user can apply for the license.

If the applicant submitted their Exam Application to the MDAR Agency on paper prior to the ePLACE system; had a passing score for that exam and looking to submit a Pesticide License Application - In order to apply for your Pesticide License Application then your Exam record has to be linked to your ePLACE Portal Account. If it is not linked then you cannot submit License Application online. Please see Link a Record to your ePLACE Portal Account section how to link your Exam Record.
*If you never received your Exam Record Linking Authorization please contact agency.

NOTE: *For Catch Basin Permit, applicant does not need to submit a separate license application for getting the permit. They will get permit directly after passing the exam.*

All other applicants must apply to get their license after successfully passing the exam. Applicants must provide the exam reference number received when submitting the exam application. The system will produce an error if the user does not provide the Exam application number, has not does not pay for the exam, or does not Pass the exam.

1. To apply for a license: Login to the EEA ePLACE Portal.

2. After Logging in to the EEA ePLACE Portal on the home page, user will see a button on the bottom right side with "File an Online Application" on it as shown in the above figure. Click on this button to File a new Application.

3. User should accept the Terms and conditions in order continue to file the online APPLICATION. Please read all the Terms listed in the box. Use the scroll bar at the right end of the text area to scroll down. Click the check box below the box if you agree to all the terms and conditions and then click Continue.

4. The system will then take you to a screen where you must select the Agency. Select "Apply for MDAR Authorization" and click on the "Continue" button.

5. Select the MDAR – Massachusetts Pesticide License Application and click on the "Continue Application" button.

Home

MDAR Applications

Select a Record Type

Choose one of the following available record types. For assistance or to apply for a record type not listed below please contact us.

[   ] ▽   **Search**

▼ Pesticide Program Options
  ○ MDAR - Massachusetts Pesticide Exam Application
  ● MDAR - Massachusetts Pesticide License Application

Continue Application »

6. Enter the Exam record ID in the field given for Exam Reference number. Note that the exam number which you give must belong to you and; you must have paid for and passed the examination required for Pesticide License. Click on "Continue Application".
Note - If the Exam Record is not linked to your ePLACE Portal Account then you won't be able to continue to apply for your Pesticide License Application. Please see Link a Record to your ePLACE Portal Account section how to link your Exam Record.
*If you never received your Exam Record Linking Authorization please contact agency.

Home

MDAR Applications

MDAR - Massachusetts Pesticide License Application

1 Application Information	2 Documents	3 Applicant and Contributors	4 Review	5 Record Submitted

Step 1: Application Information > Page 1 of 3

To apply for a license, enter your Exam Reference Number in the box below.
You can find your Exam Reference Number in the confirmation email you received along with your passing score (OR)
Please Click Home --> My Records, and copy the Exam Record ID that corresponds to your Exam/License category and start a new Pesticide License application.

* indicates a required field.

Exam Information

Please enter the Exam Record Number or Exam Reference I.D. Number in the box below. Please make sure to remove any extra spaces.

* Exam Reference Number:
[   ]

Continue Application »   **Save and resume later**

7. At any time, the applicant can save the application and complete the remaining application later (Save and resume later).

8. The License Type and License Category that appears on the screen will be prepopulated from the Exam application. Verify the information and click "Continue application".

9. The system will take you to the next page - Additional information section. The information on this page will be copied from the Exam application; User can update the Government Employee question in this section.

10. If the user applies for an **Applicator (Core) License or Commercial Certification** then after completing the above page, the system will then take you to the next page where you need to upload all the required documents. You will see a list of documents that needs to be uploaded depending on the question – "Are you making pesticide applications in your capacity as a government employee?"

   (a) If the question government employee is answered **YES** then "Government Employee Letter" will be a required document which needs to be uploaded to continue the application.

   (b) If the question government employee is answered **NO** then "Proof of Insurance" will be a required document which needs to be uploaded to continue the application.

11. If the user applies for a Private Certification or Dealer License then they will be no required documents. Documents page will be skipped.

❖ Uploading Documents in ePLACE Portal

12. Click "ADD" and Upload Document, click "Continue Application".

Step 2 : Documents > Page 1

*indicates a required field.

List of Documents

Documents: ⑦
Please upload Required Document(s) which are mandatory to submit this Application:
1. Government Employee Letter

*Attestation:

   I hereby acknowledge and understand that my application shall not be considered complete unless and until an attestation by an insurance broker certifying that insurance policy coverage in force and issued on my behalf meets or exceeds the standards set forth in 333 CMR 10.13, unless otherwise exempt or waived in accordance with M.G.L. c. 132B and 333 CMR 10.00 et seq.

*I have read and agree with the above attestation:
☐
Date: *
[   ] 🖩

Attachment

When uploading file document(s) the maximum file size allowed is 50 MB.
The 'File Name' (including file extension) MUST NOT exceed 75 **characters** in length.
The document 'Description' MUST NOT exceed 50 **characters** in length.
Documents that exceed any of these limits will be removed by the system, and cannot be retrieved, which may delay the review process.

Name	Type	Size	Latest Update	Action
No records found.				

Add

Continue Application »   **Save and resume later**

13. To upload the documents, click on the Add button. This opens a pop up window as shown below.
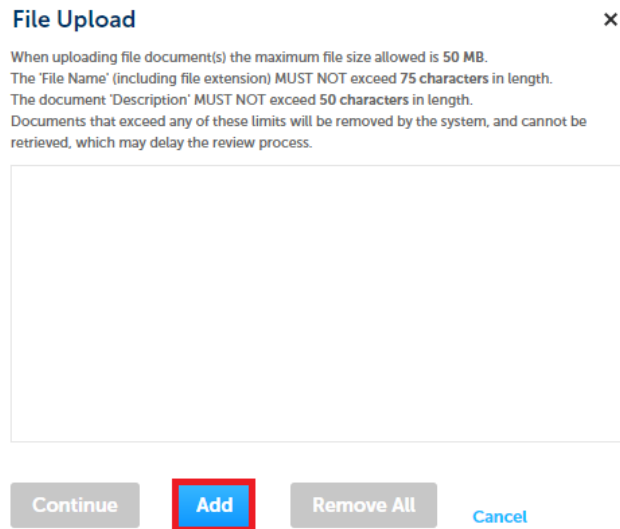
14. Click on the Add button select the files which you would like to upload, then click Open. Note, each file should be 50mb or less.

15. System will show the documents that are selected in the previous pop up window. Verify the files you uploaded and click Continue.

16. The documents will then be uploaded to the system. You will need to select the Document Type from the drop-down menu and provide a short description (less than 50 characters) for each document that is uploaded and then click on the SAVE button.

17. All the documents will be saved and a confirmation message will be shown. Please note that it may take a few minutes for documents to upload.   Please do not proceed until you see you "The attachment(s) has/have been successfully uploaded" message on the screen. Once that message is shown, please click on the Continue button.

18. The system will show you the next page with an option to add Employer Information contact.

19. Click on Add New button to add the Employer Information, a pop window will open. Enter the Employer Information as shown below and click continue button. This will add the employer contact.

Note – The Employer Information will be auto populated, if it is already added in Exam record.

20. You can verify the Applicant information. This information is automatically downloaded from the contact information you provided when you registered on the ePLACE Portal. Click **View** to verify the information shown. If you want to change it select "Save and resume later" button and go to Account Management to modify your information.

21. You are almost done with the application. The system will now show you a review page which is a summary of all the information you entered on the application. Verify all the information you entered. If you need to change any information, click on the edit button on top of the page.

Attach Documents

When uploading file document(s) the maximum file size allowed is 50 MB.
The 'File Name' (including file extension) MUST NOT exceed 75 characters in length.
The document 'Description' MUST NOT exceed 50 characters in length.
Documents that exceed any of these limits will be removed by the system, and cannot be retrieved, which may delay the review process.
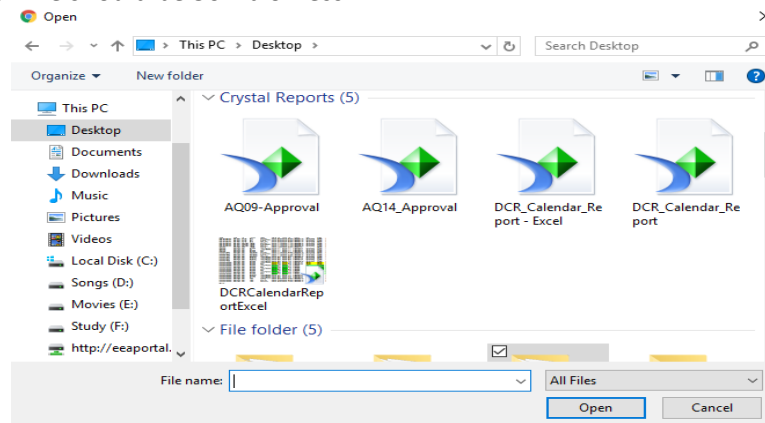
Name	Type	Size	Latest Update	Action
Capture.PNG	Resume Form	19.44 KB	07/25/2017	Actions ▾

Employer / Supervisor Info

Showing 0-0 of 0

Contact Type	Full Name	Company/Employer Name	Phone	E-mail	Action
No records found.					

Applicant Information

Individual
Sneha L
12 Island Hill Ave
Melrose, MA, 01928

Telephone Number:123-123-2323
E-mail:sneha9717@gmail.com

I hereby certify under the penalties of perjury that I have personally examined the information provided and that it is true, accurate, and complete. I further acknowledge that the submission of any false information may result in the denial, suspension, and/or revocation of any license, certification, and/or permit issued by the Massachusetts Department of Agricultural Resources and may also result in legal action in accordance with M.G.L. c. 132B and the laws of the Commonwealth of Massachusetts.

By checking the box below, I understand and agree that I am electronically signing and filing this application.

☐ I have read and agree with the above attestation.

Date:

Continue Application »   **Save and resume later**

22. Click Continue application to continue the payment page. This page shows the Permit application fee and the payment options. You can either pay online or you can pay by mail.

MDAR - Massachusetts Pesticide License Application

| 1 | 2 Documents | 3 Applicant and Contributors | 4 Review | 5 Pay Fees | 6 Record Submitted |

Step 5 : Pay Fees

Listed below is the fee for the authorization that you are applying for. The following screen will display your total fees.

Payment may be made by electronic check or credit card for a nominal processing fee. The electronic check fee is $0.35 per transaction. Credit card payments are 2.35% per transaction. Clicking on the PAY ONLINE button will bring you to the secure online payments portal. Once you have made payment, you will be returned to your application for submittal.

Payment may also be made by mail. However, review of your application will not begin until payment is received. By clicking on the Pay by Mail button, you will have submitted your application. You will receive a notification email with the location and address to send your payment. That information is also available in the instructions for this authorization.

Application Fees

Fees	Amount
Private License	$100.00

$100.00

Pay Online »   **Pay by Mail»**

23. Select the appropriate option. If you select pay by mail, your application will be submitted and you will receive a notification via email which includes the steps to make your payment. **Note -** If you select Pay by Mail, your application processing will not be started until the Payment received.

24. If you select Pay Online, you will be redirected to the Commonwealth's online Payment Page as shown below.

PAYING ONLINE

25. You can either pay by Credit/Debit Card or ACH (online check). The default option is Credit/Debit Card. You can change it to ACH by clicking on the ACH tab under payment information as shown in below figure. There will be a service charge of 2.35% when you pay online by Credit/Debit card or a 0.35¢ (cent) charge if you pay by ACH.

26. Once you enter your information, you need to read all the Commonwealth of Massachusetts and NCourt (online payment provider) Terms and conditions and click on the "I Agree" check box and then click on the submit Payment.

27. You will receive a payment receipt from NCourt to the email address that's provided while making the payment.

28. You will receive a submission confirmation email if the payment is successful from the Commonwealth of Massachusetts with the details of the application. This email will be sent to the email address provided in the application.

Home

MDAR Applications

MDAR - Massachusetts Pesticide License Application

| 1 | 2 Documents | 3 Applicant and Contributors | 4 Review | 5 Pay Fees | 6 Record Issuance |

Step 6:Record Issuance

Receipt

✓ Application Successfully Submitted.

FEA

17-PLIC-000095-APP MDAR - Massachusetts Pesticide License Application

Check the Status of a Record

The purpose of this Chapter is to show Public user – "How to check status of an application?"	
Application Screen	**Tasks**
Check Status of a record	• LOGIN to your account • CLICK "My Records" on the HOME page • Check status in status column

The Applicant can check the status of the application submitted online.

Checking Status of a Record

1. Follow the below steps to check the status of your application. Login to ePLACE portal. On the Home page click on "My Records".

2. Click on the arrow before MDAR to view the list of records submitted. You will see the records you have submitted along with the status as shown below. Click on the Record ID of the application to get the complete details.

- **LOGIN** to your account
- **CLICK** "My Records" on the HOME page
- **Check** status in status column

3. User will receive their License Authorizations or Permits via email (to the email address user entered at the time of ePLACE Portal registration)
   A. When their Pesticide License Application is approved by the agency
   B. When their Pesticide Renewal Application is approved by the agency
   C. Exclusively, for Catch Bain Permit Exam – When the applicant passed their exam, then the Permit will be emailed.

   Note – If the agency denies their Pesticide License Application or Pesticide License Renewal, an email will be sent out to the applicant.

Amending/Renewing a Permit

Public user will amend/renew a Permit/License/Application	
Application Screen	**Tasks**
Amend a Record	- Identify Record - Select Record to Amend - Enter Continuing Education Credits Information - Insurance Information (if any) - Upload Documents - Submit the Application
Renew a Record	- Identify Record - Select Record to Renew - Enter Continuing Education Credits Information - Insurance Information (if any) - Upload Documents - Make Payment - Submit the Application

Amending a License Authorization or Permit

1. To submit an Amendment application for an existing authorization, the Authorization should be in **Active** Status. User can do amendments in below scenarios
   a. If the user want to add their Continuing Education Credits (applicable for all categories except Catch Basin Permit)
   b. If the user want to add/update their Insurance Information (applicable for Applicator (Core) License or Commercial Certification)
   c. If the user want to add/update their Employer Information/Supervisor Information contact.

2. Find an authorization which you want to amend your License Authorization or Permit information for any above scenarios then please –
   a. Login to the ePLACE portal and on the Home page click on My Records.
   b. Go to MDAR to show the list of records submitted.
   c. The system will show you Amendment link as shown in the below image, if it provides you the option of amending an Authorization.

- **LOGIN**
- **CLICK** on "My Records" on Home Page
- **Go to** MDAR to see records

3. Click on the "Amendment" link shown above.

4. The system will take you to the Pesticide License Amendment application. The License Type

Home

MDAR Applications

MDAR - Massachusetts Pesticide License Amendment

1 Amendment Information	2 Documents	3 Contact Information	4 Review	5 Record Submitted

Step 1: Amendment Information > Page 1 of 2
"Insurance Information amendment is applicable for Applicator (Core) License or Commercial Certification only."

* indicates a required field.

License Type

* License Type:

Applicator (Core) License ▼

Update your Credits

CATEGORY INFORMATION
Please select the credentials and/or categories you wish to renew.

Showing 1-1 of 1

	License Type	License Category	Continuing Education Credits	
☑	Applicator (Core) License			Actions ▼

Edit Selected

Continue Application »   **Save and resume later**

5. If you have to add credits in the "Update your credits" section, select the check box and click on the Edit selected. This will open a pop up where you can add Continuing education credits and click submit.
   Note – If you are amending a Catch Basin, you do not need to update your credits.

✕

CATEGORY INFORMATION
Please select the credentials and/or categories you wish to renew.

License Type: License Category: Continuing Education Credits:

Applicator (Core) License

Submit   Cancel

6. Click on continue application. If you are amending an Applicator Core or Commercial Certification Authorization based on your government employee question – please provide Insurance Information accordingly and click "Continue Application".

7. If you are amending a Private Certification or Dealer License – Insurance Information is not required.

Home

MDAR Applications

MDAR - Massachusetts Pesticide License Amendment

1 Amendment Information	2 Documents	3 Contact Information	4 Review	5 Record Submitted

Step 1: Amendment Information > Page 2 of 2

If you are making pesticide applications in your capacity as a government employee, please upload your Government Employee Letter.

If you are making pesticide applications outside of your role as a government employee, please upload your Proof of Insurance.

* indicates a required field.

Insurance Information

Massachusetts Pesticide License Number:

* Are you making pesticide applications in your capacity as a government employee?:
○ Yes ● No

Current Insurance Carrier: *
Tavares Ins. Inc.

Insurance Expiration Date: * ⑦
04/01/2018

Continue Application »   **Save and resume later**

8. System will take you to the document page.
   a. If you updated the Continuing Education Credits then please upload "Proof of Credits document
   b. If you are amending an "Applicator (Core) License or Commercial Certification Authorization" – modifying the question – "Are you making pesticide applications in your capacity as a government employee?"
       (i) If the question government employee is answered **YES** then "Government Employee Letter" needs to be uploaded to continue the application.
       (ii) If the question government employee is answered **NO** then "Proof of Insurance" needs to be uploaded to continue the application.

To upload a document - please refer to Uploading Documents in ePLACE Portal section any required documents and click "Continue Application".

Step 2 : Documents > Attach Documents

List of Documents

Documents: ⓘ

Please upload Required Document(s) which are mandatory to submit this Application:

1. Government Employee Letter

Attestation:

> I hereby acknowledge and understand that my application shall not be considered complete unless and until an attestation by an insurance broker certifying that insurance policy coverage in force and issued on my behalf meets or exceeds the standards set forth in 333 CMR 10.13, unless otherwise exempt or waived in accordance with M.G.L. c. 132B and 333 CMR 10.00 et seq.

*I have read and agree with the above attestation:
☑

Date:

07/20/2017

Attachment

When uploading file document(s) the maximum file size allowed is **50 MB**.
The 'File Name' (including file extension) MUST NOT exceed **75 characters** in length.
The document 'Description' MUST NOT exceed **50 characters** in length.
Documents that exceed any of these limits will be removed by the system, and cannot be retrieved, which may delay the review process.

Name	Type	Size	Latest Update	Action
No records found.				

Add

Continue Application »   Save and resume later

9. The system will show you the next page with an option to add/edit Employer Information/Supervisor Information contact.
    Note – The Employer Information/Supervisor Information contact will be auto populated from Authorization Record.

MDAR - Massachusetts Pesticide License Amendment

1 Amendment Information	2 Documents	3 Contact Information	4 Review	5 Record Submitted

Step 3: Contact Information > Page 1

* indicates a required field.

Employer / Supervisor Info

Please enter your employer information by clicking the "Add New" button below. If you own/operate your own business, please enter your business contact information.

Add New   **Look Up**

Showing 1-1 of 1

Contact Type	Full Name	Company/Employer Name	Phone	E-mail	Action
Supervisor Information	43 34	COMPANY EIPAS			Edit Delete

Applicant Information

To View your contact, click the View link.

Applicant Information:

Sneha L

12 Island Hill Ave
Melrose, MA, 01928

Telephone #: 123-123-2323 Email: sneha9717@gmail.com

View

Continue Application »   **Save and resume later**

10. You can verify the Applicant information. This information is automatically downloaded from the contact information you provided when you registered on the ePLACE Portal. Click **View** to verify the information shown. If you want to change it select "Save and resume later" button and go to Account Management to modify your information.

Applicant Information

To View your contact, click the View link.

Applicant Information:

Lathika K

1000 Washington St
Boston, MA, 02118

Telephone #: 123-123-1234 Email: lathika@gmail.com

View

Continue Application »   **Save and resume later**

11. The system will now show you a review page which is a summary of all the information you entered on the amendment record. Verify all the information you entered. If you need to change information, click on the edit button on top of the page.

12. After reviewing the Amendment summary then please select the Certification and click continue to submit the amendment.

Applicant Information

Sneha L
12 Island Hill Ave
Melrose, MA, 01928

Telephone Number:123-123-2323
E-mail:sneha9717@gmail.com

I hereby certify under the penalties of perjury that I have personally examined the information provided and that it is true, accurate, and complete. I further acknowledge that the submission of any false information may result in the denial, suspension, and/or revocation of any license, certification, and/or permit issued by the Massachusetts Department of Agricultural Resources and may also result in legal action in accordance with M.G.L. c. 132B and the laws of the Commonwealth of Massachusetts.

By checking the box below, I understand and agree that I am electronically signing and filing this application.

☐ I have read and agree with the above attestation.

Date:

Continue Application »   **Save and resume later**

13. Amendments do not have any fee, so once you click "Continue Application" on the review page, system will submit your amendment application and will provide you with your amendment Record ID.

Home

MDAR Applications

MDAR - Massachusetts Pesticide License Amendment

1 Amendment Information	2 Documents	3 Contact Information	4 Review	5 Record Issuance

Step 5: Record Issuance

✓ Successfully Completed.

Thank you for using our online services.
Your Record Number is 17-PLIC-000016-AMD.

You will need this number to check the status of your application.

14. After the Amendment application is submitted, the status of your Authorization will be updated to "Amendment In Progress". When the amendment record is approved by the MDAR Agency then the Authorization status will set to "Active".

Note - You cannot apply amendment record when your Authorization Status is "**Amendment In Progress**". Amendments can be only submitted when the Authorization Status is "Active".

▾ **MDAR**

Showing 1-10 of 12 | Download results | Add to collection

	Date	Identifying Number	Record Type	Project Name	Expiration Date	Status	Action
☐	07/20/2017	17TMP-001170	MDAR - Massachusetts Pesticide License Application	Applicator (Core) License			Resume Application
☐	07/19/2017	CB-0000010	MDAR - Massachusetts Pesticide License Authorization	Catch Basin Permit	12/31/2018	Active	Amendment
☐	07/19/2017	AL-0000008	MDAR - Massachusetts Pesticide License Authorization	Applicator (Core) License	12/31/2018	Amendment In Progress	

Renewing a License Authorization or Permit

Renewals can be submitted only 90 days before the authorization expiration date. If licensees/permittes want to renew Applicator Core, Commercial Certification, Catch Basin Permit and/or Private Certifications they can submit a renewal beginning from October 2nd of every year. For Dealer License a renewal can be submitted from December 1st every year. A "Renew Authorization" link will be visible next to an Authorization record in the ePLACE Portal when that authorization is eligible for renewal.

1. To submit a Renewal application for an existing Authorization, find the authorization record in the list of your records by following the below steps:

    a. Login to the ePLACE portal and on the Home page click on the My Records button. System will take you to the My Records page shown below.
    b. Go to MDAR - This will show all the records that you have submitted that you have along with their status as shown below.
    c. The system will show you "Renew Authorization" link as shown in the below image, if the authorization is about to expire.

2. Click on "Renew Authorization" link and the system will take you to Pesticide License Renewal Record.

3. If they are any Continuing Education Credits that need to be updated – Please click on "Edit Selected" and this will open a pop up where you can add Continuing education credits and click submit.
   Note – If you are renewing a Catch Basin, you do not need to update your credits.

4. Click on continue application. If you are renewing an Applicator Core or Commercial Certification Authorization then based on your government employee question – please provide Insurance Information accordingly and click "Continue Application".

5. If you are renewing a Private Certification or Dealer License – Insurance Information is not required.

6. System will take you to the document page. To upload a document - please refer to [Uploading Documents in ePLACE Portal](#) section any required documents and click "Continue Application".

7. The system will show you the next page with an option to add/edit Employer Information/Supervisor Information contact.

   Note – The Employer Information/Supervisor Information contact will be auto populated from Authorization Record.

MDAR - Massachusetts Pesticide License Renewal

| 1 Renewal Information | 2 Documents | 3 Certification Information | 4 Review | 5 Record Submitted |

Step 3 : Certification Information > Page 1

*indicates a required field.

Employer Information

Please enter your employer information by clicking the "Add New" button below. If you own/operate your own business, please enter your business contact information.

Add New   **Look Up**

Showing 1-1 of 1

Contact Type	Full Name	Company/Employer Name	Phone	E-mail	Action
Employer Information	Sneha L	MDAR	123-123-2323	sneha9717@gmail.com	Edit Delete

Applicant Information

To View your contact, click the View link.

Applicant Information:

Sneha L

12 Island Hill Ave
Melrose, MA, 01928

Telephone #: 123-123-2323 Email: sneha9717@gmail.com

View Remove

Continue Application »   **Save and resume later**

8. You can verify the Applicant information. This information is automatically downloaded from the contact information you provided when you registered on the ePLACE Portal. Click **View** to verify the information shown. If you want to change it select "Save and resume later" button and go to Account Management to modify your information.

Applicant Information

To View your contact, click the View link.

Applicant Information:

Lathika K

1000 Washington St
Boston, MA, 02118

Telephone #: 123-123-1234 Email: lathika@gmail.com

View

Continue Application »   **Save and resume later**

9. The system will now show you a review page which is a summary of all the information you entered on the renewal record. Verify all the information you entered. If you need to change information, click on the edit button on top of the page.

10. After reviewing the Renewal Application summary then please select the Certification and click continue to submit the renewal.

Applicant Information

Sneha L
12 Island Hill Ave
Melrose, MA, 01928

Telephone Number:123-123-2323
E-mail:sneha9717@gmail.com

I hereby certify under the penalties of perjury that I have personally examined the information provided and that it is true, accurate, and complete. I further acknowledge that the submission of any false information may result in the denial, suspension, and/or revocation of any license, certification, and/or permit issued by the Massachusetts Department of Agricultural Resources and may also result in legal action in accordance with M.G.L. c. 132B and the laws of the Commonwealth of Massachusetts.

By checking the box below, I understand and agree that I am electronically signing and filing this application.

☐ I have read and agree with the above attestation.

Date:

Continue Application »   **Save and resume later**

11. Click Continue application to continue the payment page. This page shows the Permit application fee and the payment options. You can either pay online or you can pay by mail.

MDAR - Massachusetts Pesticide License Renewal

1	2 Documents	3 Certification Information	4 Review	5 Pay Fees	6 Record Submitted

Step 5 : Pay Fees

Listed below is the fee for the authorization that you are applying for. The following screen will display your total fees.

Payment may be made by electronic check or credit card for a nominal processing fee. The electronic check fee is $0.35 per transaction. Credit card payments are 2.35% per transaction. Clicking on the PAY ONLINE button will bring you to the secure online payments portal. Once you have made payment, you will be returned to your application for submittal.

Payment may also be made by mail. However, review of your application will not begin until payment is received. By clicking on the Pay by Mail button, you will have submitted your application. You will receive a notification email with the location and address to send your payment. That information is also available in the instructions for this authorization.

Application Fees

Fees	Amount
Applicator Core License	$100.00

$100.00

Pay Online »   **Pay by Mail»**

12. Select the appropriate option. If you select Pay Online, you will be redirected to the Commonwealth's online Payment Page as shown below.

PAYING ONLINE

13. You can either pay by Credit/Debit Card or ACH (online check). The default option is Credit/Debit Card. You can change it to ACH by clicking on the ACH tab under payment information as shown in below figure. There will be a service charge of 2.35% when you pay online by Credit/Debit card or a 0.35¢ (cent) charge if you pay by ACH.

14. Once you enter your information, you need to read all the Commonwealth of Massachusetts and NCourt (online payment provider) Terms and conditions and click on the "I Agree" check box and then click on the submit Payment.

15. You will receive a payment receipt from NCourt to the email address that's provided while making the payment.

16. You will receive a submission confirmation email from the Commonwealth of Massachusetts with the details of the application if the payment is successful. This email will be sent to the email address provided in the application.

17. If you select pay by mail, your application will be submitted and you will receive a notification via email which includes the address to which you need to send your payment. **Note -** If you select Pay by Mail, your application processing will not be started until the Payment received.

18. If the applicant selects "Save and Resume Later" on the of Renewal Record then when they want to resume their Renewal application, they will need to go to the Authorization Record and then select Resume Renewal Link to continue the Renewal.